



Craven County Recreation & Parks Department
 406 Craven Street, New Bern, NC 28560
 Phone (252) 636-6606; Fax (252) 636-6685
Shelter Reservation Form

Office Use Only
Fee Paid \$ _____
Cash / Check# _____
Date Rcvd _____
Staff _____

Please Print Clearly

MEMBER INFORMATION

MEMBER NAME:		EMAIL:	
MAILING ADDRESS:			
Street or PO Box	City	State	Zip
Home Phone:	Work:	Cell:	
CONTACT PERSON (if different from above):			Daytime Phone:

RESERVATION INFORMATION

**Please provide month/ day / year	**Please provide start AND end time
Date of Use: / /	Start time: End time:
Reason For Use:	Estimated Number of People:

Additional Information:

SHELTER INFORMATION

Please indicate which shelter you are reserving:

Located at Creekside Park

<input type="checkbox"/> Rotary Picnic Shelter \$25 for ½ day (less than 4 hours) \$50 for all day (more than 4 hours)	<input type="checkbox"/> Walking Trail Picnic Shelter \$10 for ½ day (less than 4 hours) \$20 for all day (more than 4 hours)
<input type="checkbox"/> Congleton Picnic Shelter \$20 for ½ day (less than 4 hours) \$40 for all day (more than 4 hours)	<input type="checkbox"/> Gazebo \$10 flat fee

Located at West Craven Park

<input type="checkbox"/> Bate Picnic Shelter \$25 for ½ day (less than 4 hours) \$50 for all day (more than 4 hours)

Located at Latham-Whitehurst Nature Park

<input type="checkbox"/> Nature Park Picnic Shelter \$20 for ½ day (less than 4 hours) \$40 for all day (more than 4 hours)
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Located at Rocky Run Park

<input type="checkbox"/> Rocky Run Picnic Shelter \$10 for ½ day (less than 4 hours) \$20 for all day (more than 4 hours)
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Located at Cove City Park

<input type="checkbox"/> Cove City Picnic Shelter \$10 for ½ day (less than 4 hours) \$20 for all day (more than 4 hours)
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REQUIREMENTS TO USE SHELTERS

1. Reservation form and fee must be received by Recreation Department to reserve the facility.
2. Refunds will only be approved if cancellation is made 30 days prior to date scheduled or in case of incimate weather.
3. User must leave shelter, playground and restroom area clean.

****Failure to clean-up will result in a \$50 clean-up fee, which must be paid prior to your next reservation.**

 Signature of Responsible Party

Date _____

PLEASE RETURN THE SIGNED FORM AND PAYMENT TO THE ADDRESS ABOVE.